

**Administrative Support Group Standards Review
Ad Hoc Committee (Previously Clerical and Office
Services Categories Standards Review)**

Purpose

To review the draft classification standards packages (of factor descriptions and procedures for testing) to be used for jobs in the Clerical and Office Services categories, and to make any necessary recommendations for changes.

Action

For the two standards packages issued by the Classification Branch of the Civil Service Commission, the committee prepared and submitted joint responses and recommendations from the director of the Women Crown Employees Office and the president of the Affirmative Action Council.

Representation

Agriculture and Food
Attorney-General
Correctional Services
Culture and Recreation
Education
Energy
Environment
Government Services
Health
Industry and Tourism
Labour
Municipal Affairs and Housing
Natural Resources
Solicitor-General
Transportation and Communications
Treasury and Economics
Women Crown Employees Office (Chair)

Outreach Ad Hoc Committee

Purpose

To study initiatives to publicize non-traditional careers in the Ontario Public Service to young women in high schools and women in the public service. This publicity would cover families of jobs common to various ministries.

Action

A study was made of the Civil Service Commission's occupational scan for background on potential career opportunities.

The career information available from ministries was reviewed.

Research was done on the outreach initiated by the Women's Bureau, the Women Crown Employees Office and the Department of Employment and Immigration.

A survey was made of the various approaches to Career Week 1981 used in Ontario schools.

A report was written to co-ordinate the findings and to outline recommendations for future outreach activities.

Representation

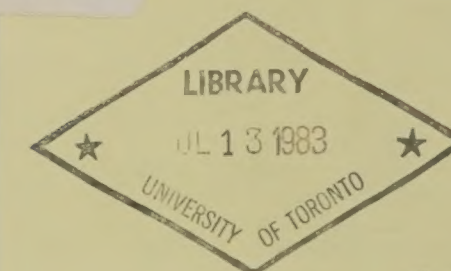
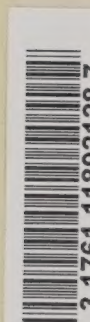
Agriculture and Food (Chair)
Community and Social Services
Consumer and Commercial Relations
Environment
Intergovernmental Affairs

**Government of Ontario
Affirmative Action Council**

Sixth Annual Report
1981/82



CA20N
AA
-A 56



The Ontario Government's Affirmative Action Council is an official body within the government composed of the Affirmative Action Program managers of each ministry and Crown agency of the Province of Ontario.

The council works closely with the Women Crown Employees Office and the central agencies and so serves as a forum for discussion and planning. The council provides a formal mechanism for two-way communication between the program managers and the director of the Women Crown Employees Office and, through this position, to the central agencies and councils of the Government of Ontario.

Through monthly meetings and a number of task forces, the program managers and their assistants are able to identify problem areas within their mandates, to recommend modifications to existing corporate policies and practices and to act as a sounding board for proposed solutions that might affect the status of women Crown employees.

The program managers elect an executive committee annually. During 1981/82 the executive was:

Ann Taylor, *President*
Ministry of Government Services
Anne Marie Clark, *Vice-president*
Ministry of the Environment
Helen Bottaro, *Ministry of the Attorney-General*
Linda Pergantes, *Industry and Tourism*
Bette Pié, *Health*

Task Forces

The Affirmative Action Council Work Plan identified the major issues to be addressed in 1981/82. From this work plan, the task forces were identified and created. This brochure presents an overview of the activities of the task forces during 1981/82. The Women Crown Employees Office was represented on each of the task forces and most *ad hoc* committees.

Professional Development for Affirmative Action Program Managers Task Force

Purpose

To respond to the council's need for direct management skills, practical-based workshops and other information sharing mechanisms.

Action

A survey of Affirmative Action Program managers was conducted to determine the type of professional development opportunity requested from the task force.

The 'Looking Ahead 1982' conference provided Affirmative Action staff and guests with an opportunity to discuss, with five outstanding Canadian women, the results of their research and publishing on various topics related to women in society.

Representation

Civil Service Commission (Chair)
Government Services
Health
Workmen's Compensation Board
Women Crown Employees Office

Regional Delivery Task Force

Purpose

To provide information on the Affirmative Action Program and career development to women Crown employees throughout Ontario.

Action

One-day sessions, entitled 'Careers: Upward and Lateral Mobility' were held in Kingston, Timmins, Kenora, Sault Ste. Marie, Windsor, North Bay, Ottawa and Hamilton. Three hundred and eighty-one women participated from the various ministries in these regions. The workshops dealt with skills, resumes, applications and covering letters, interviews, and career decision-making.

Noon-hour information sessions on the Affirmative Action Council and on combining a career with motherhood were provided via satellite for the Thunder Bay Interministerial Affirmative Action Committee.

Skills workshops were conducted with the assistance of regional Interministerial Affirmative Action committees: 'Effective Communications' was presented in Thunder Bay and Sault Ste. Marie, and 'Assertiveness' in Sudbury.

Representation

Attorney-General (Chair)
Government Services
Health
Municipal Affairs and Housing
Northern Affairs
Revenue
Solicitor-General
Women Crown Employees Office

Public Relations Task Force

Purpose

To increase awareness of corporate Affirmative Action Program activities within the Ontario Public Service.

Action

Members of the Executive of the Affirmative Action Council participated in Affirmative Action meetings in various ministries. Three noon-hour sessions on the Office of the Future were held in Queen's Park: a panel discussion entitled 'A Secretarial Career or Beyond', a presentation on two ministries' implementation of 'offices of the future' and health/safety concerns in working with video display terminals.

Representation

Consumer and Commercial Relations
Correctional Services
Environment
Municipal Affairs and Housing (Chair)
Treasury and Economics
Women Crown Employees Office

Research Into Job Opportunities Task Force

Purpose

To provide information on economic and employment trends and issues that may have an impact on job opportunities for women in the Ontario Public Service.

Action

A report examining issues such as microtechnology, permanent part-time, ministry relocations and new legislation was compiled to assist Affirmative Action Program managers in identifying areas that may have an effect on job opportunities for women in their ministries. The report also included a bibliography listing books, studies and reports useful to those wishing further information.

Representation

Agriculture and Food
Attorney-General
Consumer and Commercial Relations
Correctional Services (Chair)
Industry and Tourism
Labour
Revenue
Women Crown Employees Office